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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1620.6, Change 1

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Material Transmitted:

1. Management Instruction, MMI 1620.6, subject: MSFC Space Transportation System Physical Security Policy and Requirements.
2. This Instruction is being changed to update it organizationally. Make pen and ink changes as follows:
 - a. In Paragraph 7a(6), change "Logistics Office, Traffic Management Branch" to "Management Operations Office, Passenger & Traffic Management Branch".
 - b. In Paragraph 7c, change "Director of Management Services Office through the Chief of Security Division" to read "Director of Management Operations Office through the Chief of Security Division".
 - c. In Paragraph 7e, change "Director of Logistics Office" to "Director of Management Operations Office".

(original signed by)
James T. Murphy
Director, Administration &
Program Support

Distribution:
MDDL 1

Filing Instructions:

File this Transmittal Sheet in front of MMI 1620.6.

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MSFC-Form 1376 (Rev. July 1979)

MANAGEMENT
INSTRUCTION

N A S A
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Originating Organization: AS51	Effective Date: Sep. 8, 1980	MMI: 1620.6
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Subject: MSFC SPACE TRANSPORTATION SYSTEM PHYSICAL SECURITY POLICY AND REQUIREMENTS

1. PURPOSE

To establish the physical security policy and requirements applicable to critical Space Transportation System (STS) hardware and software.

2. SCOPE

This Instruction is applicable to all MSFC operations regardless of geographical location and contractor operations, under contractual obligations, involved in the manufacture, assembly, test, evaluation, transportation, or storage of critical STS hardware or software managed by MSFC.

3. POLICY

It is MSFC policy to provide physical security for critical STS hardware and software commensurate with the criticality of the item to be protected, specific conditions and circumstances, and cost consideration.

4. REFERENCES (Only applicable parts of most recent edition apply)

See Attachment A.

5. DEFINITIONS

The following definitions are applicable to this Instruction:

- a. Space Transportation System - The Space Transportation System includes the Space Shuttle, Spacelab, Inertial Upper Stage (IUS), and their inflight and on-the-ground support hardware and software.

NOTE: This Instruction does not apply to those MSFC programs/projects currently assigned for definition.

- b. Physical Security - Security measures implemented to protect critical STS hardware or software. Specific measures will depend on the individual situation and may include actions such as controlled access via guards or magnetic card access systems, guard escorts for over-the-road shipments, and other appropriate measures.
- c. Facility - An MSFC or contractor building, room, or area involved in the manufacture, assembly, test, evaluation, or storage of critical STS hardware or software.
- d. Critical Hardware - An article which is normally a combination of parts, subassemblies, or assemblies and is a self-contained element and which the appropriate Program/Project Office has determined to warrant special security measures.
- e. Critical Software - Those programs, data and routines for use with computers associated with STS operations, evaluation and studies and which the appropriate Program/Project Office has determined to warrant special security measures.

6. REQUIREMENTS

- a. All levels of management will continually emphasize, within their respective organizations, the necessity for observing all special physical security measures implemented to protect critical STS hardware and software.
- b. Concentrated management effort will be applied to ensure that adequate physical security measures are instituted to protect critical STS hardware and software.
- c. All STS hardware and software managed by MSFC will be reviewed and all critical items which warrant special security measures will be identified.
- d. In making a determination of appropriate security measures for critical STS items, consideration will be given to the following; critical role, ease of replacement, vulnerability to damage, potential effect on schedule, visibility attraction to local population, accessibility and site geography, characteristics of local population, and cost considerations.
- e. Written plans will be developed to delineate the physical security measures required to protect critical STS hardware and software. Separate plans will be developed for Space Shuttle, Spacelab, and Inertial Upper State (IUS). Each plan will describe physical security measures required to protect critical STS items at all geographical locations involved and during all transportation operations. Each plan will be concurred in by the Director of Administration and Program Support and approved by the responsible Program/Project Manager.

- f. Biannual physical security inspections will be conducted at MSFC and contractor facilities involved in the manufacture, assembly, test, evaluation, or storage of critical STS items.

7. RESPONSIBILITIES

a. Managers of Program/Project Offices will:

- (1) Review all STS hardware and software managed by MSFC and identify all critical items which warrant special security measures. Obtain inputs from Director of Science and Engineering, as appropriate.
- (2) Notify, in writing, the Chief, Security Division, or appropriate authorities at MSFC Component Installations or other NASA Centers of critical STS items requiring special security measures.
- (3) Ensure that STS contractors establish plans with detailed procedures for special security measures for critical STS items. Notify the Procurement Office of all contracts which involve the procurement of critical STS items to assure contractor compliance with the intent of this Instruction.
- (4) Develop written plan to delineate the special physical security measures, not covered in existing management instructions, required to protect critical STS hardware and software. Coordinate, as required, with the Chief, Security Division. Submit the plan to the Director of Administration and Program Support for review and concurrence.
- (5) Review the results of the biannual physical security inspections of MSFC and contractor facilities and take appropriate action to correct weaknesses. Obtain inputs from the Director of Science and Engineering, as appropriate.
- (6) Notify the Management Operations Office, Passenger and Traffic Management Branch, immediately prior to shipment of critical STS items requiring special security measures during transport.

b. Director of Science and Engineering will:

- (1) Upon request, assist the Managers of Program/Project Offices in identification of critical STS items which warrant special security measures.
- (2) Upon request of the Managers of Program/Project Offices, recommend appropriate action to correct weaknesses reported in the biannual physical security inspection of MSFC facilities.

- c. Director of Management Operations Office through the Chief of Security Division, will:
- (1) Advise Program/Project Managers, as required, on STS physical security matters.
 - (2) For those STS items designated as critical by the Program/Project Offices, provide special STS security measures as required at MSFC-Huntsville and functional overview of special STS security measures implemented at MSFC Component Installations.
 - (3) Assist the responsible Program/Project Office, as required, in development of written plan.
 - (4) Conduct biannual physical security inspections of MSFC and contractor facilities involved in the manufacture, assembly, test, evaluation, or storage of STS hardware or software requiring special protection and report the results to the appropriate Program/Project Manager.
- d. Director of Procurement Office will upon receipt of notification that a contract is subject to the provisions of this Instruction, take the necessary actions to introduce contractually the security measures as established by the Program/Project Office and the biannual physical security inspections by MSFC security personnel.
- e. Director of Management Operations Office will ensure that NASA, contractor and commercial carriers afford proper security measures to critical STS hardware during loading, transit, and unloading operations as specified in approved security plans.

W. R. Lucas
Director

Enclosure:
Attachment A

Distribution:
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REFERENCES

(Only applicable parts of most recent edition apply)

1. MMI 1610.1, Power and Authority --To Administer the Personnel Security Program
2. MA 1620 (8-79), Establishment of Security Areas
3. MMI 1620.1, Lock & Key System
4. MMI 1620.2, Security of Buildings and Fenced Areas
5. MMI 1711.2, Reporting, Investigation and Action on Mishaps Involving MSFC Employees, Property, Program Hardware, and Program Critical Problems
6. MMI 2410.9, Computer Asset Protection
7. MMI 2410.10, Security and Integrity of Marshall Space Flight Center Data Processing
8. MMI 2540.1, Special Purpose Barge Position Reports
9. MMI 6210.1, Procurement Traffic Management and Freight Traffic Actions
10. MMI 6220.1, Loss and Damage in Transit and Misdelivery of Freight from Commercial Carriers
11. MMI 6400.1, Inspection of Government Property for Shipment from MSFC or other Designated Areas
12. MMI 6400.2, Packaging, Handling, and Moving of Program Critical Hardware
13. A & PS 6400.2, A & PS Implementation Plan for Packaging, Handling and Moving of Program Critical Hardware
14. MMI 8610.2, MSFC Space Transportation System Personnel Reliability Program (STS PRP)
15. NMI 1600.1, Inspection of Persons and Personal Effects on NASA Property
16. NMI 1610.3, Personnel Security Program

17. NHB 1610.6, NASA Personnel Security Handbook
18. NHB 1620.3, NASA Physical Security Handbook
19. NMI 1650.1, Industrial Security Policies and Procedures
20. NMI 3711.6, Employee-Management Communications Channels
21. NMI 8610.13, Space Transportation System Personnel Reliability Program (STS PRP)